

Job Title:	Property & Facilities Manager
Classification Level:	School Assistants Salary – Services Stream (Grade 5)
Department:	Facilities Team
Reporting relationships:	Director of Business

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Property and Facilities Manager is responsible for the strategic oversight and operational management of all school facilities, grounds, and assets across both the Wynn Vale and Adelaide Hills campuses. This includes overseeing the facilities team of maintenance and groundskeeping staff ensuring all physical assets are maintained to a high standard and aligned with the operational needs of the school reflecting the school's values and supports its educational mission.

Working across both campuses of King's Baptist Grammar School, the role provides high-quality reactive and proactive customer service, with a focus on resolving property and facilities issues promptly and effectively. The role collaborates closely with other Managers and the Business Director.

Key Responsibilities

Responsibilities for this support role include but are not limited to the below:

Strategic Leadership

- Develop and implement a Facilities Department vision aligned with the school's mission and values.
- Foster a positive team culture that promotes collaboration, accountability, and continuous improvement.

- Act as a key advisor to the Director of Business on property-related strategies and priorities.

Cross-campus Oversight

- Ensure consistent standards of maintenance and presentation across Wynn Vale and Adelaide Hills campuses.
- Coordinate resources and schedules to optimize efficiency between campuses.
- Regularly visit both campuses to monitor performance and address issues promptly.

Facilities & Asset Management

- Oversee the planning, maintenance, and operation of all school buildings, grounds, and shared spaces.
- Develop and maintain a preventative maintenance program and asset register.
- Ensure security systems and access controls are managed effectively.

Project & Contractor Management

- Lead minor capital works and refurbishment projects, ensuring compliance and timely delivery.
- Negotiate and manage contracts with external service providers for cost-effectiveness and quality.
- Monitor contractor performance and ensure adherence to child safety and WHS standards.

Budgeting & Reporting

- Prepare and manage department budgets, including forecasting for maintenance and asset replacement.
- Provide regular reports to the Director of Business on facilities performance, risks, and improvement plans.

Operational Support

- Oversee logistical support for school events, including room setups and equipment movement.
- Ensure grounds and communal spaces are maintained to a high standard for daily operations.

Leadership Development

- Mentor and develop the Facilities Coordinator as second-in-charge.
- Provide training and professional development opportunities for the Grounds and Maintenance Team.
- Conduct performance reviews and implement improvement plans where necessary.

Key Performance Indicators

Staff are expected to work effectively in a team environment and manage their working relationships to ensure expectations are achieved. The performance of the Property & Facilities Manager will be assessed against the following indicators:

- School facilities and grounds maintained to agreed standards across both campuses.
- Preventative maintenance schedule implemented and adhered to.
- Minor capital works and refurbishment projects completed on time and within budget.
- Contractor performance meets quality and safety requirements.
- Department budget prepared accurately and managed within approved limits.
- Timely and accurate reporting to the Director of Business.
- Positive team culture demonstrated through staff engagement and feedback.
- Facilities Coordinator and Grounds Team receive regular training, feedback and support
- Property and facilities issues resolved promptly and effectively.

- Standards and processes consistently applied at Wynn Vale and Adelaide Hills campuses.

Personal attributes and skills

A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students is essential to this role.

- Proven leadership experience managing teams and fostering positive culture.
- Strong knowledge of facilities, grounds, and asset management practices.
- Understanding of WHS legislation, compliance, and risk management.
- Ability to manage projects and budgets effectively.
- Excellent communication and interpersonal skills for stakeholder engagement.
- Proficiency in Microsoft Office and asset management systems.
- Strong problem-solving skills and flexibility to adapt to changing priorities.
- Commitment to child safety and compliance with relevant legislation.
- Ability to plan, organise and meet deadlines in a dynamic environment.
- Knowledge of school policies and procedures, including emergency protocols.
- Demonstrated commitment to delivering frontline customer-focused information services
- Ability to work both independently and collaboratively in a busy, interruption-prone setting.
- Ability to demonstrate initiative, adaptability and strategic thinking.
- Excellent communication and interpersonal skills, with a professional and patient approach.
- Physically capable of meeting the demands of the role.

Terms and conditions

This is a permanent, full-time position working across 52 weeks of the year inclusive of 4 weeks paid annual leave. The role requires the capacity to regularly support the Adelaide Hills campus in-person and remotely, ensuring consistency in service delivery.

The salary and conditions of this position will be negotiated in line with qualifications and experience and are subject to the current King's Baptist Grammar School Enterprise Agreement.